Finance Workshop
June 23, 2015

Data Collection and Reporting

STN App Center:

https://ac.doe.in.gov/AppCenter/Main.aspx?pageid=6

STN Support Staff:

- David Licht
- Jason Stephens
- Michelle Tubbs, Supervisor
- Susan Day
- Patti Ratcliff

STN Support Hours

M-F 7am – 5pm

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Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Introduction

This presentation will be posted in Learning Connection in the Data Collection and Reporting Community under Files and Bookmarks, Resources Folder.

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Help Us to Serve You Better!

Email STN_Support@doe.in.gov

Provide:

#Collection in the subject line (#ME)

Give your Corp/School Number

Provide Transfer ID Number

Provide STN/SPN

We are automated! Your email will go into a work order system so you can track your concerns.

Data Collection Information
Where Do I Go? What Will I Find?

<u>Learning Connection:</u>
https://learningconnection.doe.in.gov

Join Data Collection and Reporting Community

- Mid-Week Announcements
- Forums
- Members
- Video Presentations/WebEx
- Tutorials
- STN Training Materials
- Data Collection Layouts

Too many listserv emails coming through?

- **Log into Learning Connection and Click on Profile**
- **Select Notifications Tab**
- **Select the Forums you want to receive**
- **Select the Messages you want to receive**

Please Keep Announcements Selected!

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STUDENT COLLECTIONS

- **Additional Student Information** (**High Ability**)
- **English Learners**
- **Homebound/Hospitalized**
- **Membership**
- **Special Education**
- **Textbook Reimbursement**
- **Title I**

Where are the data used? Why is it so important to verify?

- **School Financial Reports(State Aid), E-Rate, Textbook Reimbursement, Program grants such as Title I, Homeless, High Ability, English Learners and Special Education.**

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Data Collection
What Other Data are Collected?

EMPLOYEE	STUDENT
Certified Employee	Alt Education
Certified Positions	Attendance
Educator Evaluation	Expulsion/Suspension
Educator Rating	Graduate
Non-Certified Employee	SpEd Evaluation and Termination
SPN	STN and Enrollment Data
	Testing Info and Not Tested

CORPORATION	
Calendar	MasterFile – School Directory, Opening/Closing/Reconfiguration
Certification of Instructional Days	Non-Public Pupil Enrollment

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ME - MEMBERSHIP

COLLECTED 2 TIMES A YEAR – September and February
Count Dates for 2015-16 school year: September 18th and February 1st

Common issues with Membership collection:

- **ADM type 2=Transfer Out – These students are not attending in your corporation but are reported by you. Don't forget about these students!**
- **Graduate Students – Do not report students that will finish Graduate Requirements by October 1st.**
- **Reporting and Verifying the KG Grade Level on the ME Summary Report – Be sure the total number of full day KG count matches your KG grade level line in the summary report.**

Membership Collection Changes

- **DOE-ME (Membership):**
  - **Full Day KG students are now counted as a Whole (one) Student**
  - **Schools with No full day program or Students not attending a full day program will still report as half**
  - **CRITICAL! KG Students are reported accurately to IDOE for funding**
  - **Verify the Summary Report for number of full day KG students reported**
  - **Do Not Count Foreign Exchange Students with F1 Visa**
  - **NEW FEATURE! Schools will be able to upload the ME summary report through the STN App Center**

TEXTBOOK REIMBURSEMENT

COLLECTED IN OCTOBER OF EACH SCHOOL YEAR

Count date will be October 1st for reporting students; report students for TB reimbursement that are enrolled and attending on October 1, 2015.

Common issues with Textbook Reimbursement Collection:

- **Submitting all grades**
- **Correcting both claim form and student level data (must do both)**
- **Submitting both student level data and claim form by October 31st – claim form is due by end of the month; not in November**

SPECIAL EDUCATION

COLLECTED 2 TIMES A YEAR – December and April
NEW LAYOUT FOR 2015-16

- December count provides formula for funding – April count is not used for funding purposes.
- APC funding report may be used to download roster of students being claimed by the corporation.
- Verify all students receiving services from corporation but enrolled in private setting are reported.
- Funding is received for all students except PK (0-3).
- Field 8 added back – Facility

Common Issues with Special Education Collection:

- Transfer Out students not claimed properly; should be reported by legal settlement corporation.

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STN Application Center

Data Verification>Reports:

- **Membership: Summary Report, ME Roster Download, ME Full Day KG Report, ADM Comparison Report**
- **High Ability: Additional Info>High Ability Summary**
- **English Learners: LM Summary, LM Verification, LM-STN Reconciliation, LM by Program, LM by Grade**
- **Homebound/Hospital: Homebound Summary**
- **Textbook Reimbursement: TB Reimbursement Summary**
- **Title I: Title Summary Report**
- **Special Education: SpEd Summary, SE Summary by Grade & Age, SE Funding – APC Report, SpEd Corp Cross Check**

Data Verification>Roster Downloads
Administration>Retrieve Data

Questions?

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